

## **MADERA COUNTY**

### **SHERIFF'S BUSINESS MANAGER**

#### **DEFINITION**

Under general direction, to manage, supervise, and coordinate the business and fiscal functions of the Sheriff's Department; and to do related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

Sheriff's Business Manager is a single class that reports to the Sheriff and the Undersheriff. The class is responsible for the coordination of activities relating to the business and fiscal functions of the Sheriff's Department. Major areas of responsibility include budget preparation and expenditure control; accounting; billing and collection of fees; fiscal control of contracts; administering and monitoring various grants; preparation of financial statements and statistical reports; and completing special projects.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over administrative and clerical staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Manages, supervises, and coordinates the business and fiscal functions of the Sheriff's Department; selects, trains, evaluates and disciplines subordinate staff; serves as a resource for interpretation of Federal and State laws affecting the fiscal and business functions of the Sheriff's department; monitors legislation and analyzes proposed legislation to determine impact on departmental operations; consults with Departmental management in formulating and implementing policies and procedures relative to fiscal services and other general business activities; prepares department budget; maintains and monitors appropriate budgeting and expenditure controls; prepares actual fiscal figures; makes revenue projections and monitors expenditures; prepares, administers, and monitors department grants and related proposals; collects, analyzes and prepares financial data for short and long-range planning; researches and analyzes information from various sources on a variety of specialized topics related to the fiscal and business functions of the Sheriff's Department, including complex financial, budgetary, or administrative issues; prepares comprehensive records, reports, and summaries to present and interpret data; identifies alternatives, and makes recommendations on various fiscal issues; prepares budget status reports, financial statements and statistical reports; maintains accounting records and accounts; monitors revenues and prepares claims for reimbursement; represents the department at community events, public gatherings, and on governmental audits; maintains inventory and fixed asset records; and conducts special assignments as directed.

#### **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Pertinent Federal, State, and local laws, codes, and regulations governing the financial operations of the Sheriff's Department and the County.  
Principles and practices of grant proposal and grant administration.  
Principles and practices of budget development, preparation, and expenditure control.  
Principles of public/program administration, organization, and management  
Principles of short and long-range financial planning.  
Principles of contract and project management.  
Principles and practices of supervision, training, and performance evaluation.  
Accounting and auditing principles and practices, including financial statement preparation and statistical reports.  
Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.

### **Skill to:**

Operate modern office equipment including computer equipment.

### **Ability to:**

Manage, supervise, and coordinate the business and fiscal functions of the Sheriff's Department.  
Independently research, analyze and make effective recommendations on budgetary and fiscal practices, procedures and problems.  
Supervise, train, and evaluate the work of assigned staff.  
Prepare grant proposals and administer grant programs.  
Conduct research on a wide variety of administrative topics including grant funding, service contract feasibility, budget and staffing proposals, and operational alternatives.  
Evaluate procedures, policies, or methods of operation and make recommendations relative to fiscal services and other general business activities.  
Exercise sound independent judgment within general policy guidelines and administrative direction.  
Communicate clearly and concisely, both orally and in writing.  
Prepare clear and concise correspondence and reports on a variety of financial, budgetary, and administrative issues.  
Effectively represent the Sheriff's Department at meetings with the public, community organizations, and other government agencies.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Four years of responsible managerial, administrative, or analytical experience involving budget development and expenditure control, accounting, or business management, one year of which must have included lead or supervisory experience.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business management, accounting, finance administration, or a related field.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid California Class 'C' driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with some ability to travel to different sites and locations.

**Effective Date: October, 2007**